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GRADUATE SCHOOL

CONTINUING EDUCATION
FOR THE FEDERAL
COMMUNITY

Newsletter

U. S. DEPT. OF AGRICULTURE
NATIONAL AGRICULTURAL LIBRARY

SEP 10 1968

CALENDAR OF EVENTS

August 1968

CURRENT SERIAL RECORDS

August 30	Faculty Orientation Luncheon, Room 6962, South Agriculture Building. 12:00 noon.
September 2-8 (inclusive)	Adult Education Week in Greater Washington.
September 3	Annual Faculty Dinner at the State Department - Dr. Frank Farner, president of the Federal City College will speak.
September 5	Faculty Orientation Dinner, 4th Wing Cafeteria 5:30 - 6:30 p.m., followed by a program in Room 4711, South Agriculture Building.
September 7-14	Fall Registration, Evening Program.
September 29	Start Saturday morning Computer Science Courses.

NEW CORRESPONDENCE PROGRAM HEAD

Marilyn Grantham, who was editor-writer with our Correspondence Program, was named recently to head up the program.

New courses to be offered by correspondence in the 1968-69 school year include:

'Introduction to Office Layout' (415C) - Essentials of office layout for effective space management. Lessons cover background information, application of knowledge and understanding to the solution of realistic space problems, and finally a space management problem selected by the student. A variety of exercises are designed to develop student confidence and skills.

'How to Write Work Objectives' (S11C) - Practical exercises and problems amplify a programmed instruction textbook and supplementary readings. Assignments

include opportunities to analyze and write objectives for a variety of situations.

'Electric Transmission and Distribution' (215C) - Reading assignments plus exercises and problems to be submitted to the instructor. Based on a standard textbook which covers: Electrical theory; transmission terminal facilities; transmission lines; mechanical design; primary and secondary distribution systems, capacitors, transformers, and system protection; planning and load characteristics; and auxiliary equipment.

EVENING PROGRAM

The 1968-69 catalog for the evening program describes 465 courses. Scheduled for fall offering are 516 classes. Some of these represent extra sections of the same course. Registration for these courses will be September 7-14. Classes meet for the first time during the week of September 16.

There are a number of new and innovative courses included in the curriculum. Fundamental Principles of Microbiology will be offered at the Veterans Administration Hospital along with other courses related to medicine. Nine courses in natural history will be given in cooperation with the Audubon Society. Contemporary drama will be examined beginning with Henrik Ibsen. Automation of library operations will be another new area, as well as a course in Principles of Translation with emphasis on the French language.

Seven new courses will examine various aspects of IBM System 360. Other new courses in automatic data processing relate to personnel planning, legal applications, and equipment selection.

New courses in public administration include Public Policy for Science and Technology and Current Issues in Personnel Administration. Economics of Outdoor Recreation will be the subject of another course, as will Brain Models and Urbanization and Mental Health.

Six courses directed specifically to international relations are on the schedule, including one on Human Rights.

In the fine arts section of the schedule lists new courses in the Beginnings of Modern Art and in the History of Architecture and Urban Development. Finally under photography, Photographic Technology will be explored.

SPECIAL (DAY) PROGRAM

The following new courses are being offered in the Special (Day) Program's curriculum of Management, Professional and Communications Development:

'The Future: Its Critical Relationship to Public and Private Policy Makers'
(D6-41)

'Managing Management Time' (D6-29)

'Critical Issues and Decisions at Belmont' (D6-5(B))
'Briefing, Interviewing and Presentation Skills Workshop' (D6-37)
'The Art of Delegation' (D6-757)
'Effective Dictation for Executives and Supervisors' (D4-17)
'Space Management: Office Layout Workshop' (D4-25)
'Management Development Program for Federal Managers' (D6-100(FM))
'Management Problem Solving Discussion Skills' (D6-12)
'Management Seminar for Attorneys' (D6-92)
'Advanced Secretarial Techniques' (D4-15)
'Oral Communication and Briefing Techniques for Federal Employees' (D-15)
'Theory and Application of Nuclear Magnetic Resonance Spectroscopy' (D5-18)

The following are new courses in the Curriculum of Computer Sciences:

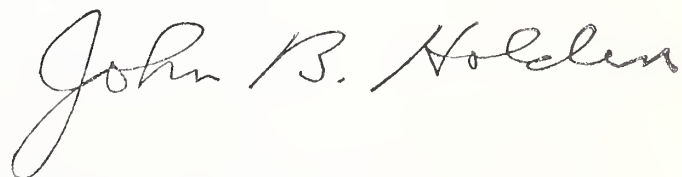
'Advanced Basic Concepts of Data Processing' (D3-113)
'Workshop in Systems Programming for the IBM 360' (D3-598)
'Workshop in Advanced Programming Techniques (IBM/360 ALC)' (D3-577)
'Developing ADP Specialists' (D3-584)
'Scientific Data Acquisition' (D3-637)
'Workshop in Teleprocessing' (D3-638)
'PPB Cost Studies and Cost Effectiveness Analyses' (D3-761)
'Decision Tables' - a two-day course conducted November 4-5

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TRAINING OFFICERS' LUNCHEON

The following pictures are indicative of the large and lively crowd that gathered on August 6 for our annual luncheon for training officers. The occasion was similar to last year's event in that each program - Evening, Correspondence, Day, Press and Bookstore - was represented by an exhibit which, with the aid of handout materials, described the function of the program. The training officers, from many agencies of the Government, also made good use of the opportunity to meet informally with members of the staff and exchange ideas over a buffet lunch.

Our thanks for the well designed exhibits used at the luncheon go to two of our faculty members from Exhibits Service, USDA, George Baka and James Schleyer. On May 10, 1968, Mr. Baka and Mr. Schleyer participated in the Society of Federal Artists and Designers exhibit held by the U. S. Civil Service Commission and each won a half dozen Awards of Merit. Thanks also go to the man responsible for the materials and for setting up the exhibit, James O'Rourke, head of the Exhibits Service Shop.



John B. Holden
Director.

-TRAINING OFFICERS' LUNCHEON-

